

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
1

1. Application Date November 13, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received DEC 8 1972 Application No. 412 Date Completed DEC 12 1972	
2. Agency Application No. 49				4. Person to Contact Dr. H.G. Woodard	
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry - Meat Inspection Division 19 Hunter Street, S.W. Atlanta, Georgia 30334		5. Working Title Ass't State Veterinarian		6. Tel. No. 656-3673	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1969 to date		9. Exact Series Title Water Samples (Out of Tolerance) Report Files.			
10. What is the function of the office in which this record series is created? The Section administers the Rules and Regulations pertaining to Meat Inspection under the <u>Georgia Meat Inspection Act</u> (H.B No. 524, Act No 717, 1969 Legislative Session). It receives applications for license as a Meat Broker, Renderer, Slaughter, for Home Use, and/or abattoir; evaluates the applications, and issues license if qualified; inspects licensed facilities; recommends the revocation of license for causes; holds annual review of facilities licensed; and administers the State-Federal Agreements pertaining to wholesomeness of meats, accounts for expenditure of State-Federal funds; approves labeling of Meat Food Products; and approves structure designs for licensed facilities.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents reporting findings of "Unsatisfactory" in tests for potable water made on samples taken from meat processing plants and abattoirs. Tests are made by Dept of Human Resources. The files consist of EH Form 5.30 (Examination of Water) which identifies the place sample was taken, owner of the site, Lab Test No., date sample was taken and examined, and reason for finding of "Unsatisfactory." The file is arranged chronologically by date of receipt of test results.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		1	1.5	1/2 1	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				0	
				This Year's Last Year's Preceding Year's All Prior Years	
				2 0	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [x] []
14. Is there a duplication of this series in another office or agency? [] [x]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [] [x]
16. Does the series contain classified information requiring security handling? [] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
18. Could the function be performed if the files were lost or destroyed? [x] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
20. Does the record series provide data as input to an EDP file? [] [x]
21. Does the record series contain documentation produced as EDP printout? [] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [x] CALENDAR YEAR - [] FISCAL YEAR - [] OTHER _____, then:

- [x] Hold in the current files area _____ month(s)/1 year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [x] Destroy:
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks)

Records Management Officer (Signature) <i>Ellis D. Sikes</i>		Date 11-13-72	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:		Agency Head/Designee [x] Approved [] Disapproved	<i>Ellis D. Sikes</i>	11-13-72
STATE RECORDS COMMITTEE		State Auditor/Designee [x] Approved [] Disapproved	<i>William M. Dixon</i>	12-11-72
		Secretary of State/Designee [x] Approved [] Disapproved	<i>Carroll Hays</i>	12-8-72
		Attorney General/Designee [x] Approved [] Disapproved	<i>Robert Shell</i>	12-12-72